



**health**care  
supplies and supply chain solutions

**GHX** WEBCONNECT

# WebConnect

# User Guide

## Trading Account Administrator

Bunzl Healthcare  
Unit 6 Delta Park Industrial Estate  
Millmarsh Lane  
Enfield  
London  
EN3 7QJ

**Telephone: +44 (0)20 8443 7800**

<https://shop.bunzlhealthcare.com>



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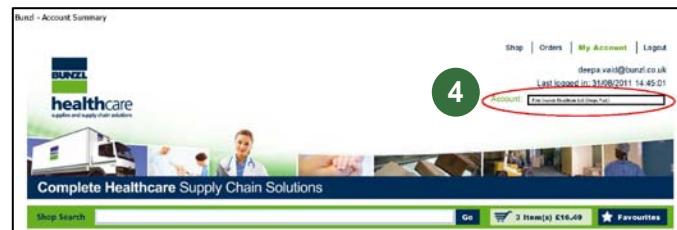
## IN THIS SECTION

**Getting  
Started**

## Logging On

The first step is to log on to WebConnect:

- 1 Go to <https://shop.bunzlhealthcare.com>
- 2 Enter your email address and password.
- 3 Click on the Login button.
- 4 As the Trading Account Administrator, your email address can be linked to more than one account. Select the account you wish to use from the Account drop down list which is located above the search bar on the right hand side.



## Forgotten Passwords

If you have forgotten your password you will need to follow these simple steps and you will be sent a new password via email:

- 1 If you have forgotten your password, click on the link below the login button.



- 2 Enter your email address and click Continue.
- 3 If you have logged in before and set up your security question, WebConnect will now ask you to answer that question.
- 4 If you have not set up your security question, you will be directed to the final screen which tells you that your new password has been sent to you via email.
- 5 Once you have received the forgotten password by email, you can login and reset your password to one that you will remember.
- 6 Click on Return to go back to the Login screen.

**Forgotten Password**

Enter your account's email address and then the answer to your security question to be emailed a new password.

**Email Address**  2

**Continue** **Cancel**

**Forgotten Password**

Enter your account's email address and then the answer to your security question to be emailed a new password.

**deepa.vaid@bunzl.co.uk**

**Security Question** **What is your birth town/city?** 3

**Answer**

**Send** **Cancel**

**Forgotten Password**

4

New Password Emailed

Your password has been reset and you have been sent an email with your new login details.

**Return** 6

**Tip:** It is highly recommended that you enter a security question when you login to WebConnect for the first time.

## Changing Your Password

The first step is to log onto WebConnect:

- 1 When you have logged into WebConnect, click on My Account, located at the top right hand of the toolbar.
- 2 Click on the Details tab and scroll down to the Change Password section.
- 3 Enter new password and confirm it in the box below.
- 4 Click Save.



Bunzl - User Account Properties

Shop | Orders | **My Account** | Logout

Deepa.vaidh@bunzl.co.uk  
Last logged in: 30/08/2011 18:21:20

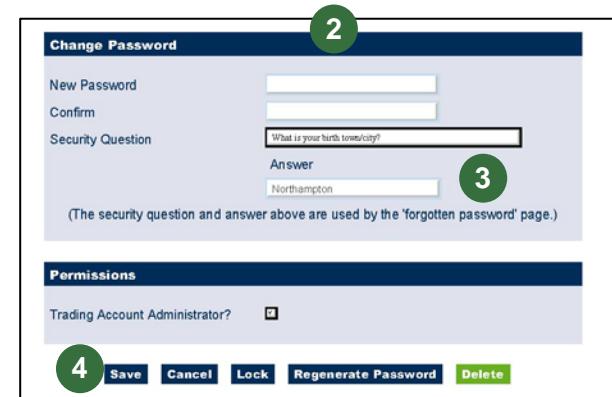
Account [View User Information](#)

**Complete Healthcare Supply Chain Solutions**

My Search [Go](#) 0 Item(s) £0.00 [Favorites](#)

Currently Editing Account: Four Seasons Healthcare Ltd - Deepa Vaid

Summary **Details** Users Addresses Configuration



**Change Password**

New Password

Confirm

Security Question

Answer

(The security question and answer above are used by the 'forgotten password' page.)

**Permissions**

Trading Account Administrator?

**4** **Save** **Cancel** **Lock** **Regenerate Password** **Delete**

## Setting Your Security Question

- 1 The option to set up your security question is also under the Details tab under My Account.
- 2 The security question drop down list displays the 3 questions that you can choose from. Select one and enter the answer in the box below.
- 3 Click Save.



**Change Password**

New Password

Confirm

Security Question

Answer

(The security question and answer above are used by the 'forgotten password' page.)

**Permissions**

Trading Account Administrator?

**3** **Save** **Cancel** **Lock** **Regenerate Password** **Delete**

## IN THIS SECTION

**My  
Account****T**

his section explains the functionality available under the My Account section in WebConnect

## Account Summary

The summary screen is the homepage for Trading Account Administrators. This page will be displayed when you first log in. You are able to navigate to all the required screens from this page:

- 1 This screen shows a summary of the account details, users and an audit log.
- 2 The audit log is fully searchable. It shows all recent activity on the trading account.
- 3 The boxes at the side of the audit log show summary information about the account and users.
- 4 Click on the More button to view the full details.
- 5 The links across the top left of the page link to other option screens.

**Account Details**

Four Seasons Healthcare Ltd  
Emerson Court  
Ashby Road  
Witney  
Cheshire  
SK9 1NX  
England

**Account Users**

Name
Abbeylands Care Home
Andy Lamcroft
Andy Ticer
Amber Care Home
Amrit Care Home
Amres Care Home
Andlough Care Home
Ashgrove Care Home
Bangor Care Home
Bateman Ian

**Audit Log**

Date	User Name	Description
01/09/11 14:18	Deepa Vaid	System Login
01/09/11 13:19	Daniel Sandig	System Login
01/09/11 13:19	Daniel Sandig	System Login
01/09/11 12:50	Camalee Care Home	System Login
01/09/11 12:49	Camalee Care Home	System Login
01/09/11 12:34	David Morris	System Login
01/09/11 12:10	Daniel Sandig	System Login
01/09/11 11:17	Clandebeyre Care Home	System Login
01/09/11 10:09	Bangor Care Home	System Login
01/09/11 09:38	Daniel Sandig	System Login
01/09/11 09:38	Daniel Sandig	System Login
01/09/11 08:37	Emma Thompson	System Login
01/09/11 08:20	Deepa Vaid	System Login
01/09/11 08:11	Oakridge Care Home	System Login
01/09/11 09:01	Strangford Court Care Home	System Login
01/09/11 08:36	David Morris	System Login
31/08/11 14:45	Deepa Vaid	System Login
31/08/11 14:13	Emma Thompson	System Login
31/08/11 13:01	Abbeylands Care Home	System Login

## Account Details

The Details Screen displays the contact details for the Trading Account Administrator and the preferences that have been set against the account:

- 1 The Details Screen consists of 4 sections; Contact Details, Preferences, Change Passwords and Permissions.
- 2 The Contact Details section displays the contact details of the user who is logged in. If a user's email is used for more than one account there is an option to set the account as Default.
- 3 In the Preferences section, you can set the number of rows you wish to display on each page. The recommended value is 25 rows per page. Do not set this value higher than 100.
- 4 You can also set a default cost centre. This would mean that orders raised will be attributed to that cost centre.
- 5 The Change Password section was explained earlier.
- 6 Under the Permissions section you can set the user to be Trading Account Administrator by ticking the box.
- 7 You can regenerate the password for the user who is logged in by clicking on this button. You may need to do this if a user has forgotten their password and has not set a security question.
- 8 You are able to lock the user account. You may need to do this if the account is not being used, instead of deleting the account.
- 9 If you click on the Cancel button, this will take you back to the Summary screen.
- 10 Click on the Save button to save any changes you have made.
- 11 The red arrows indicate that the field is mandatory.

The screenshot shows the 'Account Details' screen with the following sections and their respective numbers:

- Contact Details (Section 2):** Contains fields for Title (Ms), Forename (Deepa), Surname (Vaid), Telephone No. (07850 721898), Fax No. (empty), Email Address (deepa.vaid@bunzl.co.uk), and Default Account (checkbox). A red circle with '11' is over the 'Email Address' field.
- Preferences (Section 3):** Contains fields for Rows Per Page (25), Cost Centre (Warehouse Bunzl Healthcare Unit 6 George House), Default Delivery Address (Warehouse Bunzl Healthcare Unit 6 George House), and Default Invoice Address (Bunzl Healthcare Unit 6 George House END 7QJ). A red circle with '4' is over the 'Cost Centre' field.
- Change Password (Section 5):** Contains fields for New Password, Confirm, Security Question (What is your birth town/city? - Northampton), and Answer. A red circle with '5' is over the 'Change Password' section.
- Permissions (Section 6):** Contains a checkbox for 'Trading Account Administrator?' which is checked. Below the checkbox are buttons for Save (red circle with '10'), Cancel (red circle with '9'), Lock (red circle with '8'), Regenerate Password (red circle with '7'), and Delete.

## Users

Within the trading account, you can configure users who can access that Trading Account:

- 1 The Users screen displays a list of users that are set up for that trading account. The list shows the users name and contact details.
- 2 Click on the  icon to take you into the users Details screen.
- 3 From this screen, you can edit the user details, including the contact details and user passwords, as explained on the previous page (Account Details).
- 4 When a user account is locked, a lock icon will be displayed next to the user name on the main user screen. If the account is already locked, there will be an un-lock button displayed.
- 5 If you change the email address of the user, an error will be displayed asking if you wish to change the email address for all associated accounts.
- 6 Click the Save button to save changes, or press Cancel to return to the Summary screen.

Tip: Rows per Page – the recommended value is 25 rows per page. Do not set this value higher than 100.

Tip: Deleting Accounts – try and use the Lock function instead of deleting accounts if you think that you may need to use it in the future. Locking an account will deactivate it so that users cannot log in.

## Users – Creating a New User

As a Trading Account Administrator you have the ability to create, delete and lock user accounts:

- 1 To create a new user, click on the New User button on the Users screen.
- 2 Fill out all the user details. A red arrow indicates mandatory fields.
- 3 Under the Contact details section, there is an option to set this account as the default account – tick the box. This can be used if the user has multiple accounts linked to the same email address. The default account will be displayed when you log in.
- 4 Under the Preferences section, you will need to fill out the rows per page. It is recommended that you set this to 25.
- 5 Under the Permissions section, you can set the Approval Cost Centre for that user
- 6 Also, under the Permissions section, you will need to select the Approval Level for this user – there are 3 options:
  1. None – the user has no approval permissions
  2. View – the user can view approvals
  3. View & Approve – user is able to view approvals and also approve orders themselves
- 7 To make the user the Trading Account Administrator, tick the box. The trading account administrator has the same authority has the Trading Account Owner.

The screenshots illustrate the user creation process in the GHX WebConnect interface. The top screenshot shows the main 'Users' screen with a 'New User' button highlighted. The bottom screenshot shows the detailed 'Contact Details' and 'Permissions' sections of the user creation form, with various fields and checkboxes highlighted with green circles and numbers 2 through 7, corresponding to the steps in the list above.

- 8 When a user account is first created, it is locked (indicated by the lock icon).
- 9 To activate the account, click on the  icon next to the user name.
- 10 In the properties of the user account, a message will be displayed informing you that the account has been locked.
- 11 To unlock the account, click the Unlock button.
- 12 If the user has forgotten or lost their password before they have first logged in, you can select Unlock & Generate New Password. This will unlock the account and a new password will be emailed to the user.
- 13 When an account has been unlocked, the buttons in the user properties will change. You will now have the option to lock the account and another option to Regenerate the Password. You should only need to regenerate a password if the user has forgotten their password and did not set a security question.

User Accounts For This Trading Account		
	Contact Name	Telephone No
	Darren Fowles	01842 762141
	test	0101001
	Testing Test	01234 567893
	Vicky Keating	01842 765375

**New User**

This account has been locked by a trading account administrator. 

**Contact Details**

Title	Miss
Forename	Testing
Surname	Test
Telephone No.	01234 567893
Fax No.	
Email Address	testing@testing.com
Default Account	<input checked="" type="checkbox"/>

**Preferences**

Rows Per Page:	25
Cost Centre	

**Permissions**

Trading Account Administrator?	<input type="checkbox"/>
--------------------------------	--------------------------

**Buttons:**     

Rows Per Page: 25 

Cost Centre

**Permissions**

Trading Account Administrator?	<input type="checkbox"/>
--------------------------------	--------------------------

**Buttons:**     

## Addresses

The Addresses screen displays two types of address: Delivery address and Invoice address.

If the address you require is not listed please contact either Customer Services or your Account Manager.

Addresses											
Search bunzl healthcare											
Show: All <b>Delivery Address</b> <a href="#">Invoice Address</a>											
			Name	Building	Street	Town / City	County	Post Code	Country	Reference	
			Bunzl Healthcare	Unit 6 George House	Milmarsh Lane	Enfield	London	EN3 7QJ	United Kingdom		

## Configuration

This screen consists of four sections: Trading, ID's, Order Settings, Account Approval Settings and miscellaneous Account Settings. These settings can be edited to adjust the configuration of the account:

- 1 The first section displays the Trading ID's, these cannot be edited.
- 2 Under the Order Settings, you can add a prefix to your order numbers.
- 3 Also under Order Settings, it will display the Last Order number that was used and allow you to specify a new Last Order number if you wish to change the numbering of orders.
- 4 Under the Account Approval Settings you can select whether Order Approval is required by ticking the box.
- 5 The Miscellaneous Account Settings hold the default settings for VAT for items that do not have VAT codes or rates.
- 6 You can also set a Contract Number. By doing this, you will restrict what data is searched, so it will only return results for the specified contract.
- 7 If you have edited any of the settings, click Save. To return to the Summary screen, click Cancel.

The screenshot shows the 'Configuration' screen of GHX WebConnect. The top navigation bar includes 'Summary', 'Details', 'Users', 'Addresses', and 'Configuration' (which is highlighted with a red oval). The main content is divided into four sections:

- Trading ID's**: Displays WebConnect ID (51513), ANA NO, DUNS NO, and EAN NO (59588). A green circle with '1' is positioned next to the WebConnect ID.
- Order Settings**: Shows Order Prefix (ORD), Last Order No. (00000), and New Last Order No. A green circle with '2' is positioned next to the Order Prefix.
- Account Approval Settings**: Contains a checkbox for 'Order Approval Required' (unchecked). A green circle with '4' is positioned next to the checkbox.
- Miscellaneous Account Settings**: Includes fields for VAT Code, VAT Rate (%), Contract No., Allow Free Form Addresses, Allow User To Change Cost Centre, and Licence Type (None). A green circle with '6' is positioned next to the VAT Rate field. A green circle with '5' is positioned next to the 'Allow Free Form Addresses' checkbox. A green circle with '7' is positioned at the bottom left of the screen.

At the bottom left are 'Save' and 'Cancel' buttons.

## IN THIS SECTION

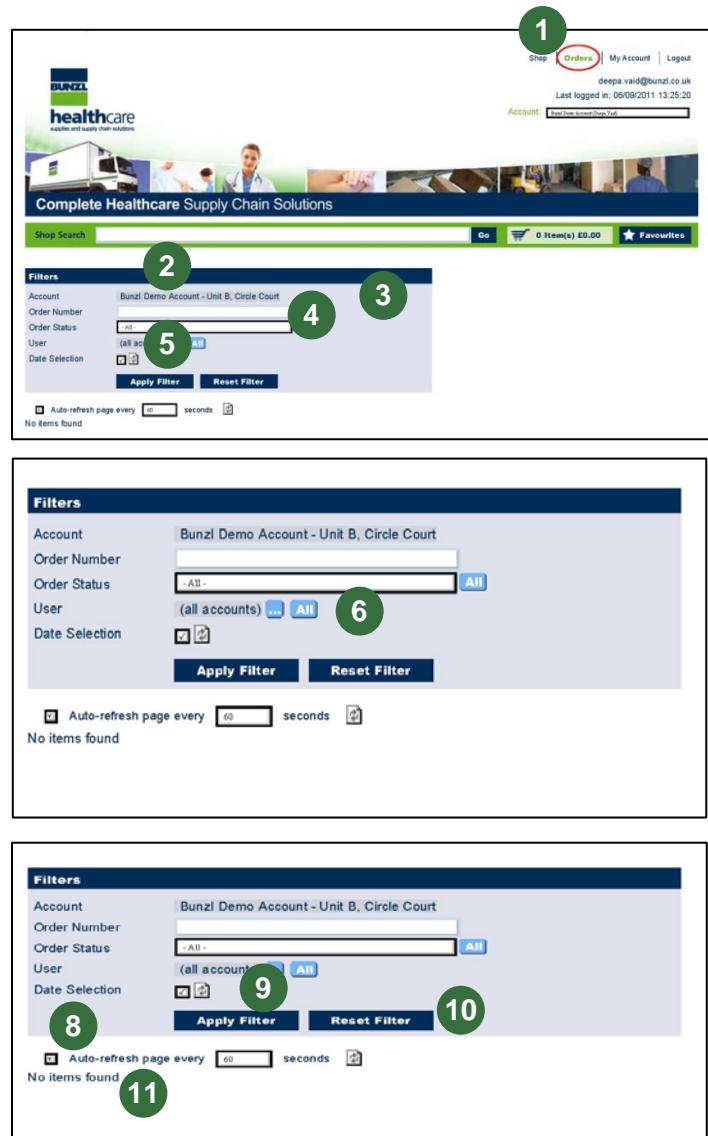
**Orders**

**T**his section explains the functionality available under the Orders section in WebConnect

## Orders

As a Trading Account Administrator you are able to see all orders for all of the user accounts on that Trading Account. To navigate to the Orders Screen, click on the Orders link in the top right hand toolbar:

- 1 The Orders screen allows you to view orders placed by users on your Trading Account.
- 2 The filters section allows you to filter your results.
- 3 The Trading Account will be set up automatically.
- 4 You can search by an order number.
- 5 You can search for orders of one particular status, e.g. Sent to Supplier.
- 6 You can select which user account to search in. If you wish to search all accounts, then click on the All button, if you wish to search a particular account click on the .
- 7 A list of users will be displayed. To select a user, click on the  icon next to the name. There is also an option to search for the user at the top of the screen.
- 8 To set a date filter on your search, tick the Date Selection box. 'From' and 'To' date options will be displayed. Enter the dates or click on the  icon to display a calendar and select the dates from there.
- 9 To apply filters, click on the Apply filter.
- 10 To 'clear' the filter to start a new search, click on Reset Filter.
- 11 To set the page to refresh your results, tick the Auto-Refresh box, and select the number of seconds between each refresh.
- 12 Once your results are displayed, if you wish to view the properties of an order, click the  icon.



**Screenshot 1:** Shows the top navigation bar with the 'Orders' link highlighted. The toolbar also includes 'Shop', 'My Account', and 'Logout'.

**Screenshot 2:** Shows the 'Filters' section. Step 2 is highlighted on the 'User' dropdown. Step 3 is highlighted on the 'All' button. Step 4 is highlighted on the 'Date Selection' checkbox. Step 5 is highlighted on the 'Apply Filter' button.

**Screenshot 3:** Shows the results table. Step 6 is highlighted on the 'User' dropdown. Step 7 is highlighted on the 'Date Selection' checkbox. Step 8 is highlighted on the 'Apply Filter' button. Step 9 is highlighted on the 'Reset Filter' button. Step 10 is highlighted on the 'Auto-refresh' checkbox. Step 11 is highlighted on the 'Info' icon.